MEDICAPS UNIVERSITY

3rd Batch

A FOUR-WEEK CAPACITY BUILDING PROGRAMME

On

EDUCATIONAL ADMINISTRATION

For Administrative Officers of State/Central Universities/HEIs

Organized by

Medicaps University, Indore

From December 01, 2026 to December 30, 2026



www.medicaps.ac.in

ABOUT THE CAPACITY BUILDING PROGRAMME:

Administrative leadership in the University system is the force which guides the University as a whole. Senior administrators are vested with the responsibility, whether derived by statute, charter or articles of incorporation, for ensuring that the institution and its members fulfil their educational, social and ethical mandates. Administrative leaders may or may not be leaders in either teaching or research but are respected for legal acumen, institutional knowledge and predictive powers. Such individuals are usually drawn into the institutional structure through appointment to senior administrative positions.

Historically, the role of the administrators has tended to focus on responsibility in functional areas such as administration, planning, finance, student welfare, and reporting. Some of the important skills required for Administrators can be identified as leadership qualities, communication skills, human resource management, financial management etc. In this fast-changing globalized AI era, it has become imperative for all Administrative Officers to upgrade their knowledge and skills to achieve the objectives of the University as well as personal excellence through continuous learning in the era of AI. With an aim to provide updated knowledge on such issues, the proposed training programme is designed for administrative Officers of the Universities and HEIs. This paves the way for continuous improvement in management and administration to prepare University administrative Officers to act as icons of the knowledge driven economy with a strategic vision.

FEEDBACK of 2nd BATCH PARTICIAPNTS

Name	Institution	Feedback
 **Dr. R. Kalaichelvan**	GRI, Dindigul	The 4-week Capacity Building Programme on Educational Administration was highly informative, enriching, and professionally beneficial. The sessions provided a comprehensive understanding of educational leadership, governance, institutional management, policy implementation, and administrative practices. The resource persons delivered the content effectively with practical examples and interactive discussions. The programme enhanced my knowledge, leadership skills, decision-making abilities, and administrative competencies. The learning materials and activities were well-structured and relevant to the current educational environment. It offered valuable insights into quality assurance, strategic planning, and effective institutional administration. The programme also facilitated meaningful interaction and knowledge sharing among participants. Overall, it was a well-organized and impactful learning experience that will greatly contribute to my professional growth and effectiveness in educational administration.

Name	Institution	Feedback
 **Thingujam Vipul Singh**	MTU, Manipur	The programme provides strong insights into NEP 2020, governance, and financial rules. Sessions on digital tool and case studies were practical. Overall, it effectively builds capacity for administrators to manage institutions efficiently.
 **V. Rajinikanth**	CMET, Hyderabad	Outstanding
 **Santosh Kumar**	INCOIS, Hyderabad	Interested to attend such programme in future. The training can be of levels like 1. induction training 2. Section Officer and above 3. Senior management. This will help in targeting the correct participant and the course topics, material and experts can be based on the same. overall a very productive learning which will be utilized in day-to-day activities and performing duties.
 **Mr. Toko Shama**	NERIST, Arunachal Pradesh	Once again, it was a wonderful training experience for me. I sincerely appreciate the opportunity to learn and enhance my knowledge and skills.



INSTITUTIONS PARTICIPATED IN FIRST BATCH:

- GRI, Dindigul
- UBKU, West Bengal
- MTU, Manipur
- CMET, Hyderabad
- INCOIS, Hyderabad
- NERIST, Arunachal Pradesh
- NITTR, Chennai

PARTICIPATION:

- Administrative Officers/ Assistant Registrar/ Section Officers or equivalent Officers working in the University/ Institutes (Central/State Government/Private) may attend this 4-week online training programme.
- The Batch size shall be 30 participants only.
- The online Registration for participants will be on first-come- first-serve basis.
- Certificates will be issued on successful submission of weekly assessments.

► PROGRAMME DATES:

- The Programme is scheduled from 01/12/2026 to 30/12/2026.
- There shall only one Session per day. Session will start from 03.00 PM and will be for a duration of 2 hours.



► REGISTRATION:

- All participants must register online for the programme from 18/11/2026 to 28/11/2026.
- The registration fee for the online training programme is Rs. 10000/- (Rupees ten thousand only) for each participant. Registration fee is non-refundable.
- The candidate must follow the registration link on University website to register for the programme.
- The registration fee of selected candidates is not refundable.
- Certificate shall be provided to the participants only on successful completion of the training programme as per prescribed rules.
- For any clarification, the candidate may send e-mail to **admin.training@medicaps.ac.in**
- All communications will be made through email only.

► TOPICS TO BE COVERED:

Educational administration includes:

- Advanced FRSR, CCS(Conduct) Rules, 1964 and CCS (CCA) Rules, 1965.
- GFR-2017 and Vigilance Manual
- Reservation policy, preparation of roster
- SSR, NIRF, NAAC, CBCS, IQAC
- UGC Regulations/VBSA Bill 2025
- SC/ST/OBC/PWD/EWS guidelines
- Preparation of Budget; Annual Accounts; Management of Tax, GST & Service
- Tax etc.
- Leave Management, Medical claims, GPF/NPS/UPS and other service Benefits
- Importance of Research Projects Management
- Admissions, Examinations and evaluation issues with the use of ICT use of Samarth & issues.
- Public Procurement and preparation of Tender Document; Procurement through GeM; Material Management
- Time Management, Work-life Balance & Yog
- Contract management
- APAR/ACR, Leave rules
- Valuation of building projects through HEFA, depreciation
- Advanced RTI, IT Act & Cyber Security
- NEP 2020 etc.,
- ERP & AI in Administration
- IKS and University Administration

PROGRAMME COORDINATOR:

Prof. P. Siluvainathan
Registrar,
Medicaps University
(Former Registrar of Indira Gandhi National Tribal University, Amarkantak and Former Sr. Principal Scientist & Head, Planning, Monitoring and Coordination, CSIR-CFTRI, Mysuru)

ORGANIZING COMMITTEE:

Dr. A.A. Koser, Dean of Academic Affairs

Dr. Prashant Panse, Dean of Digitalization

Dr. Sanjay Dhare, CFAO

Dr. Manish Chandwani, Deputy Registrar

Shri Sanjeet Kumar Srivastava, Assistant Registrar

► ADDRESS FOR COMMUNICATION:

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Registration Form

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On

EDUCATIONAL ADMINISTRATION

Name of the Employee ----------

Designation ----------

Gender ----------

E-mail ID ----------

Contact number (s) ----------

Name of the University/ Organization: ----------

Status of the Organization: Private/State/Central ----------

Official address with phone number & e-mail ID ----------

Registration fees to be paid through Net Banking ----------

/online to University bank A/C

Link will be made available @ www.medicaps.ac.in

DECLARATION

I have intimated / taken permission from my University/ Institute to attend this training programme (online mode) for the entire duration of four week.

Place:

Date

Name & Designation